



American Embassy

Subdivision 694/Stand 100,
Kabulonga District, Ibex Hill Road
P.O Box 31617, Lusaka District, 10101, Zambia

ADMINISTRATIVE ASSISTANT

OPEN TO: All Interested Candidates/All Sources

POSITION: Administrative Assistant, FSN-7; FP-7*

OPENING DATE: October 17, 2011

CLOSING DATE: October 31, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinarily Resident (OR): ZMK 89,761,409 p.a. (Starting salary) (Position Grade: FSN-7); *Not-Ordinarily Resident (NOR): \$39,994 USD p.a. (Starting salary) (Position Grade: FP-7)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Lusaka is seeking an individual for the position of Administrative Assistant in the mission's Education Office under USAID/Zambia.

BASIC FUNCTION OF POSITION

The incumbent will be responsible for day-to-day programmatic support including, secretarial, administrative and logistical work combined with two key responsibilities, secretarial and financial management functions for Education Office. Other duties include but not limited to:

- Finalize in correct format written communications (including electronic), reports, and other documents.
- Drafts routine, non-technical correspondence for signatures of the education staff; Facilitates various procedural requirements such as processing country clearance cables, travel, and payment vouchers. Ensure the Education Office has adequate supplies and equipment, and coordinate and submits Time and Attendance Reports for the Education Office staff.
- Maintains all required inventories of equipment and supplies and ensure the Education component of the USAID/Zambia Website and partner information are routinely updated.
- Keep abreast of various procedural requirements for the Education Office including, for example, processing of travel vouchers and presentational claims and monitor a tracking log of incoming and outgoing project vouchers.

A copy of the complete position description listing all duties and responsibilities is available in the Executive Office. Contact telephone number +260-211-357000 extension numbers 7258, 7161, or 7187.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- Successful completion of senior secondary school with a college diploma in business administration, secretarial or in project management is required.
- Four years working experience in government or a commercial business in a senior secretarial position or in development assistance is required.
- Level IV (good working knowledge) fluent English in both written and spoken is required.
- A good all round knowledge of general office procedures, correspondence format, filing and appointment is required.
- Organization of own work, meticulous in filing and response to routine inquiries is required.
- Maintenance of effective working relationships with both supervisor and other personnel within the office and in other Mission offices is required.
- Ability and willingness to carry out administrative, performance reporting, and financial procedures, draft cables, letters and reports is required.
- Computer literacy in at least Microsoft Word and Excel is required.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Background Security Certification.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information found on the UAE; **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

The Executive Office
USAID/Zambia
American Embassy
Subdivision 694/Stand 100, Ibex Hill Road, Lusaka District,
P.O. Box 31617, Lusaka.

POINT OF CONTACT

Telephone: 357-000 extension numbers 7258, 7161, or 7187.

CLOSING DATE FOR THIS POSITION: October 31, 2011

The U.S. Mission in Lusaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

DEFINITIONS

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- *Is a U.S. citizen; and*
- *Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and*
- *Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and*
- *Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.*
- *Does not receive a Foreign Service or Civil Service annuity*

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- *Not an EFM; and,*
- *Not on the travel orders of the sponsoring employee; and,*
- *Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.*

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- *Is not a citizen of the host country; and,*
- *Does not ordinarily reside (*OR*, see below) in the host country; and,*
- *Is not subject to host country employment and tax laws; and,*
- *Has a U.S. Social Security Number (SSN).*

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- *Is locally resident; and,*
- *Has legal, permanent resident status within the host country; and,*
- *Is subject to host country employment and tax laws.*

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Only short listed candidates will be contacted.